



SoCal Workforce Project Reimbursement program

Program Guide for prospective and current SoCal ROC students

Introduction

The SoCal Workforce Project is an initiative of the US Department of Labor - Employment and Training Administration (ETA) and is designed to support adults in their pursuit of career advancement through industry certified programs.

This guide will explain the Project, and the application and reimbursement process.



Please read this guide carefully and to its completion. It contains important information that you will need to know prior to applying for the SoCal Workforce Project. **Please be aware that participation in this program is subject to the availability of funds and is on a first-come, first-serve basis.**

Failure to abide by the guidelines of the program will result in a denial of benefits. Please adhere to the program deadlines.

In addition to this guide, you will need to obtain a SoCal Workforce Project Application, which is available on our website and at our registration office, in order to apply for the program:

SoCal ROC Website: www.socalroc.com

For questions about the program:
Email: info@scroc.k12.ca.us or call (310) 224-4200

SECTION A: ELIGIBILITY

You are eligible to apply if the following are true:

✓ You are enrolled or going to enroll in one of the following courses:

Industrial Trades Sector	Health Science Sector
<ul style="list-style-type: none">• Automotive• HVAC• Welding• General Electrician	<ul style="list-style-type: none">• Emergency Medical Technician (EMT)• Certified Medical Assistant (CMA)• Medical Assisting Modules• Certified Nursing Assistant (CNA/HHA)• Sterile Processing Distribution Tech (SPD Tec)• Pharmacy Technician• Registered Dental Assisting (RDA)• Dental Assisting Modules

- ✓ You are an adult student
- ✓ Initially fund your education (including the total amount of course fees, materials, and supplies) out of pocket without aid from any outside agency
- ✓ Willing and able to participate in resume writing and interview practice workshops while enrolled in the program (takes place during class session)
- ✓ Expect to complete the program with a certificate of competency (Grade A or B)
- ✓ Expect to have satisfactory attendance throughout the program (80% or higher)
- ✓ Seek employment once program is completed

SECTION B: SOCIAL WORKFORCE PROJECT DETAILS

This initiative is offering students the **opportunity to receive a 50% reimbursement on their course fees and 100% reimbursement on the REQUIRED supplies and materials.** The incentive program encourages students to not only excel in the programs in which they are enrolling, but also develop resume and interview skills to help increase their chances of finding gainful employment.

Reimbursement is contingent on students meeting the following criteria.

- ✓ Upon completing the entire course or program of your choice, students must receive a certificate of competency (Grade A or B)
- ✓ Attendance must not drop below 80%

- ✓ Students must attend the required resume workshops and interview prep sessions provided by the South Bay Workforce Investment Board which would be during class time
- ✓ Students must have fully paid 100% of the course fees and 100% of the supplies and materials without any aid from an outside agency
- ✓ Provide proof of seeking employment upon program completion

* It is important to note that if students do not meet **ALL** the requirements listed above, they will not be reimbursed for the course fees, materials, and supplies.

The “upon completion of the entire course or program” requirement varies based on the course or program you are taking. Please refer to the table below for clarification.

Program Title*	Must Complete Modules
Automotive	I-IV
HVAC	I-II
Welding	I-IV
General Electrician	Residential (Modules 1-3) or Commercial/Industrial (Modules 4-6)
Medical Assisting Modules	I-V (including Externship)
Dental Assisting Modules	I-VIII

*These are programs made of modular courses

Course Title**
Emergency Medical Technician
Certified Medical Assistant
Certified Nursing Assistant
Sterile Processing Distribution Tech
Pharmacy Technician
Registered Dental Assistant

**These are singular courses

Reimbursement Process and Timeline

*Contingent upon students satisfying the reimbursement requirements listed in Section B, students will partake in the following reimbursement process

Course Supplies and Materials	Enrollment Fees
Upon completion of each course/module, students will be reimbursed 100% of the costs for course materials and supplies REQUIRED to take the course at the end of each module.	Upon completion of the entire course/program students will be reimbursed *50% of the costs of their enrollment fees. (refer to table above for clarification) *if you qualify for a 20% discount, the SoCal Workforce Project Reimbursement program will refund you the remaining 30% Processing for reimbursements will take four to six weeks

SECTION C: HOW TO APPLY

Step 1: Read this Program Guide thoroughly (Including Application Instructions found in Section D of this document).

Step 2: Complete the SoCal Workforce Project application that is available on the SoCal ROC website and for pick up at the registration office. Once completed, gather the supporting documents from checklist A (See section D of this document) and hand deliver materials to the SoCal ROC registration office.

Step 3: Students applying prior to the course start date can receive conditional approval. Students who are applying while currently enrolled /attending will receive an email notifying you of the status of your application within 5-7 business days.

Step 4: Submit grades and proof of payment within 30 days of the end of your course or program. Please refer to Checklist B for supporting documents needed.

Final Step: Upon verifying your grades, class attendance, attendance of resume and interview workshops, and payment receipt, you will receive reimbursement for 100% of the REQUIRED course supplies and materials at the end of each module and for 50% of the course fees at the end of the entire program.

SECTION D: APPLICATION CHECKLIST AND INSTRUCTIONS

*Submitting an application does not guarantee acceptance into the reimbursement program.

Documents that should accompany your application	Documents needed once course is completed
Checklist A	Checklist B
<input type="checkbox"/> Completed Application (online or turned into registration office)	<input type="checkbox"/> Proof of completion of course with a Certificate of Competency (Grade A or B)
<input type="checkbox"/> Signed Program Guidelines	<input type="checkbox"/> Signature confirmation that they attended the required resume workshops and interview prep sessions provided by the South Bay Workforce Investment Board
<input type="checkbox"/> Provide SoCal ROC receipt as proof of payment	<input type="checkbox"/> Provide proof of applying to jobs related to the course they completed
	<input type="checkbox"/> Itemized breakdown of costs including course, supplies, and materials fees

Please sign here to verify you understand the program guidelines and agree to the terms and conditions.

Applicant Name:

Applicant Signature:
